

14 March 1988

MEMORANDUM FOR: Personnel Division/SG/NPIC

THROUGH: Chief, Information Branch/RSD/ESG/NPIC
Chief, Reference Services Division/ESG/NPIC
Chief, Exploitation Support Group/NPIC

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FROM: 

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SUBJECT: Response to the DS&T Assignment Program

1. I request consideration for a new assignment under the DS&T Assignment Program during 1988. I have served as chief of the Reports Analysis Section/IB/RSD/ESG since May 1983 and have been assigned to the Information Branch since my EOD into NPIC in 1972. While I enjoy my current assignment, I feel it is time to move to something new.
2. My preferences for assignment are: (1) Special Assistant for Modernization for the Analysis Group of the Foreign Broadcast Information Service, (2) Special Assistant for the Daily Reporting Division of the Operations Group of the Foreign Broadcast Information Service, or (3) Special Assistant to the Chief, Operations Group of the Office of SIGINT Operations.
3. For the past four years, I have been involved in the development and implementation of the new NPIC Data System from the user perspective. As coordinator of two national files which have transitioned onto the CI Segment, I have worked closely and effectively with government and contractor personnel to identify and resolve problems and potential problems in the development and implementation of CI Segment. My work has been an asset in this development effort and I have enjoyed it tremendously. Therefore, I feel an assignment which would expand this experience in developing computerized information processing in another part of the DS&T would be beneficial and appropriate for both the Agency and me.
4. In addition to the computer development effort, my position as a section chief in the Information Branch at NPIC has lead to performing many administrative duties. I have done space planning and assisted in organization, staffing, and work flow planning for the branch. These activities have required developing contacts with building logistic personnel, analyzing the operations of the branch, and making sound recommendations for enhancing the efficiency of the organization. In addition, in my role as coordinator of national files on the NPIC Data System, I have frequent contact with other Agency and Intelligence Community elements. These skills would apply directly in any of the special assistant positions in which I have an interest.

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